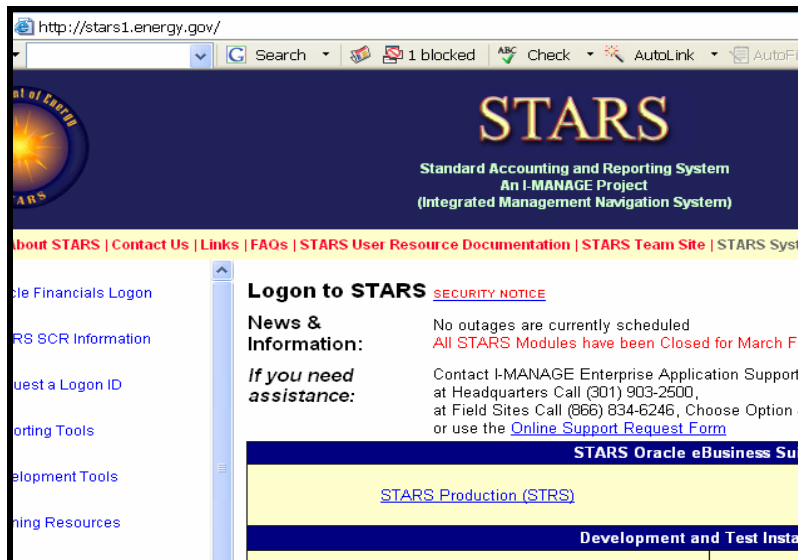


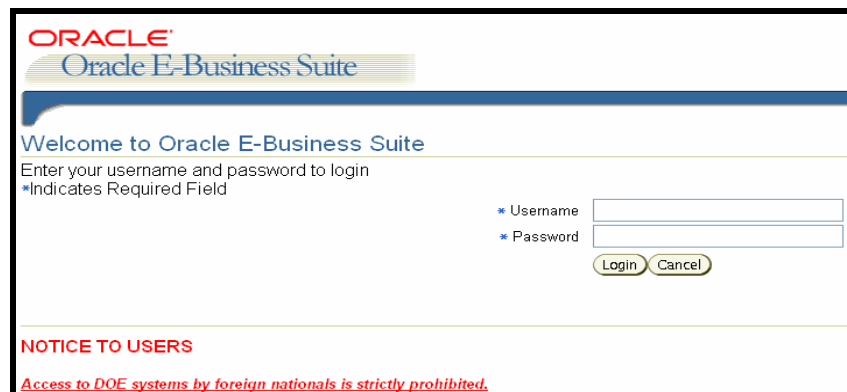
DOE Net Cost Report

The Net Cost report can be run to generate either normal and/or CSV layout output types. The CSV comma delimited layout report will be easier to import into Excel for analysis than the normal output report.

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).

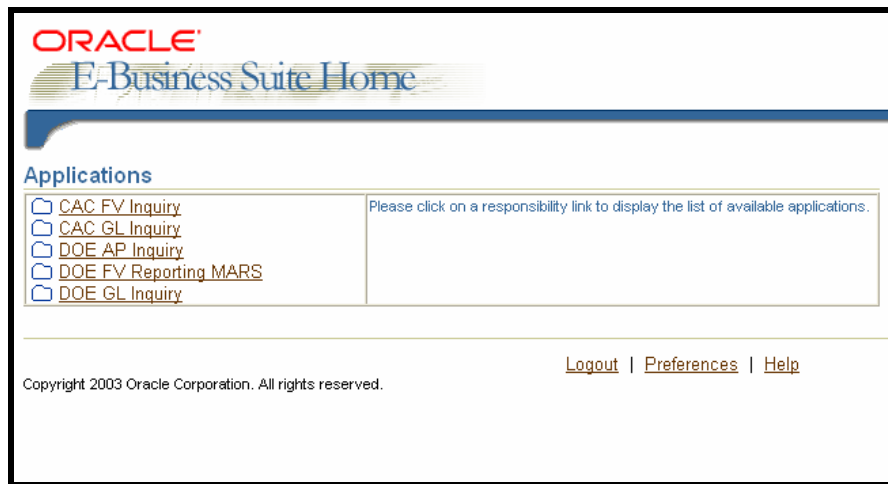


2. You will get the login screen as shown below. You must click on the Login button

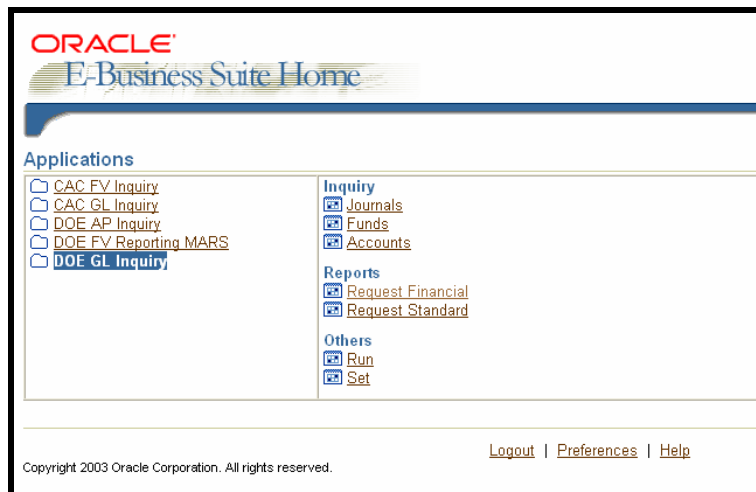


3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.

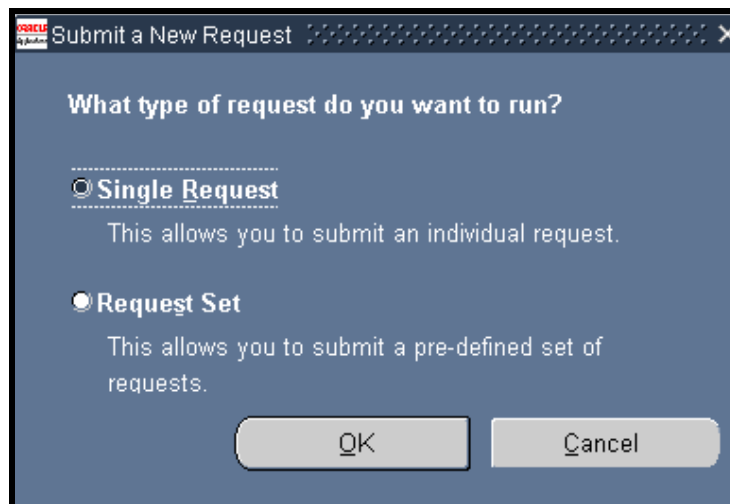
DOE Net Cost Report



4. Under "Reports" click on Request Standard.



5. Ensure that the "Single Request" radio button is selected on the Submit a New Request screen and click OK.



6. Enter "DOE Net Cost Report" in the name field. Press Tab.

DOE Net Cost Report

Submit Request

Run this Request...

Name: **DOE Net Cost Report** [Copy...]

Parameters: []

Language: **American English** [Languages...]

At these Times...

Run the Job: **As Soon as Possible** [Schedule...]

Upon Completion...

☒ Save all Output Files

Notify: []

Print to: **noprint** [Options...]

[Help (H)] [Submit] [Cancel]

7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Net Cost Row Set and the Totals Value Set does not change. You will fill in the following Parameters:
 - a. Period Year “2007”. Press Tab.
 - b. Period Name “JUN-07”.
 - c. Report Output Type “Both” to get a normal and CSV output. This is a new option in 2007. If you only want the normal or only the CSV output, click on the ellipsis (...) box to get the LOV (List of Values) to make your selection. Press Tab four times.
 - d. Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
 - e. Tab past the Show Consolidated Schedules box which is ONLY used by HQ to get a more detailed report. See step F below.

Parameters

Net Cost Row Set: **DOE New Stmt of Net Cost**

Totals Value Set: **DOE_NEW_NET_COST_TOTALS**

Period Year: **2007**

Period Name: **JUN-07**

Report Output Type: **Both** Both Layouts

Fund - Low: []

Fund - High: []

Fund - Parent: []

Allottee - Low: **01** NS - NNSA Office of Field Financial Management

Allottee - High: **01** NS - NNSA Office of Field Financial Management

Reporting Entity - Low: []

Reporting Entity - High: []

Reporting Entity - Parent: []

Program - Low: []

Program - High: []

Program - D Parent: []

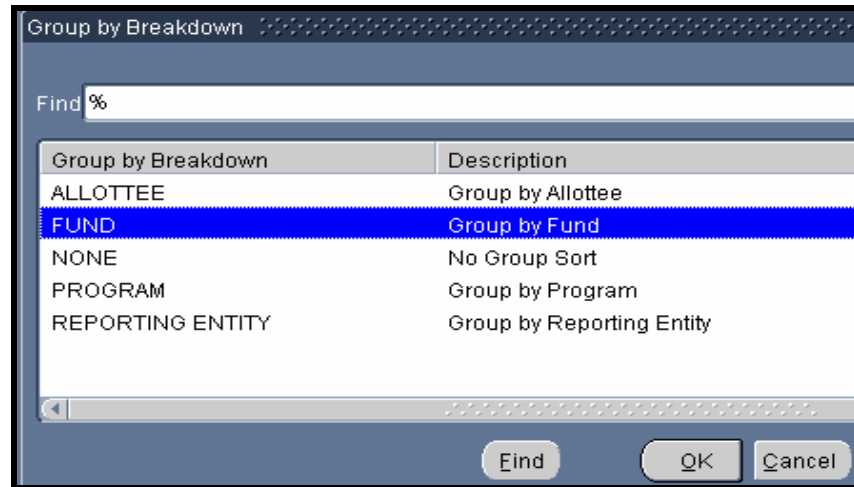
Program - P Parent: []

Show Consolidated Schedules: **No**

[OK] [Cancel]

DOE Net Cost Report

- f. To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). You can group your report by Funds, Programs, or Reporting Entity and or have Lines Breakdown by SGL (this option appears after you tab. When you list all funds for your allottee there will be a summary total page that follows.



8. Press OK. This will take you back to the Submit Request screen.

Run this Request...

Name: **DOE Net Cost Report**

Parameters: **DOE New Stmt of Net Cost:DOE_NEW_NET_COST_TOTALS:2007:JUN-07:Both:::01:01:**

Language: **American English**

At these Times...

Run the Job: **As Soon As Possible**

Upon Completion...

☒ Save all Output Files

Layout: _____

Notify: _____

Print to: **noprint**

Buttons: Copy..., Language Settings..., Debug Options, Schedule..., Options..., Help (Q), Submit, Cancel

9. Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your with the corresponding Request ID number. **Note:** There will be three reports and ID Request numbers if you select “Both” as the Report Output Type. For the Normal and CSV output types you will only get one report. Please record your Request ID numbers for later viewing.

DOE Net Cost Report

- Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “Specific Requests” radio button is selected, enter your Request ID number you recorded earlier and click Find. **Go to Step #15.**

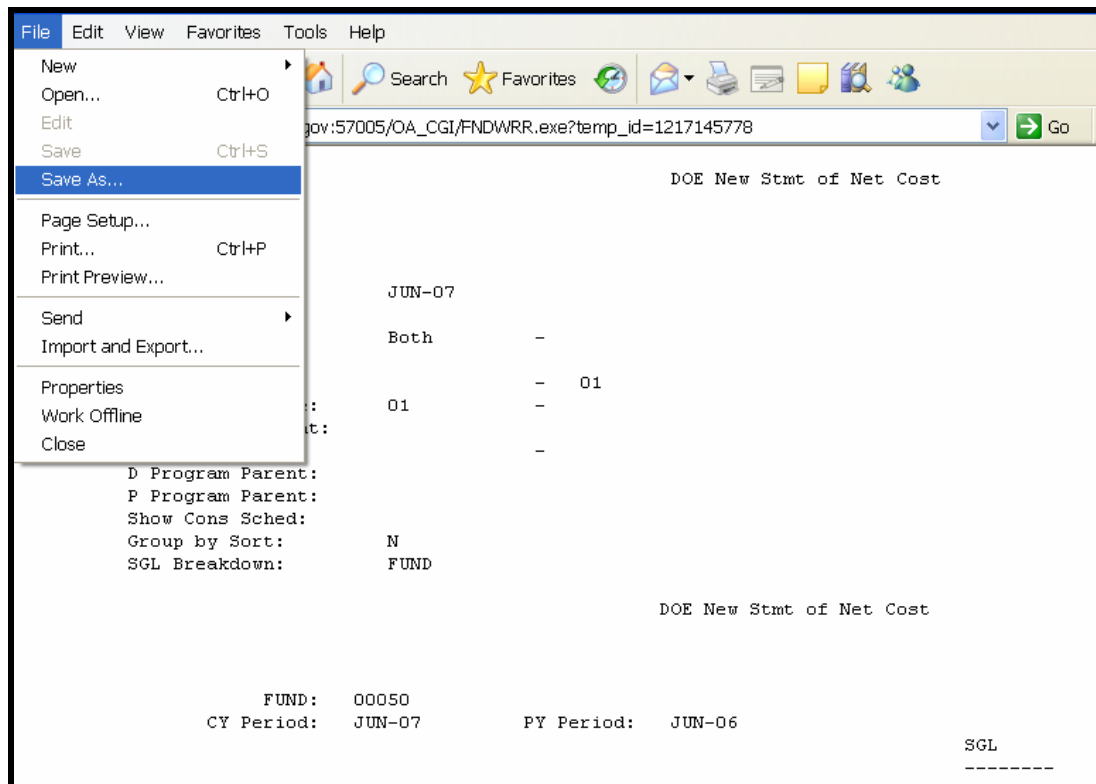
Request ID	Name	Parent	Phase	Status	Parameters
2426960	DOE Net Cost CSV on Re		Completed	Normal	2423951, N, FUND, Y
2426959	DOE Net Cost on Report I		Completed	Normal	2423951, N, FUND, Y
2426940	DOE Net Cost CSV on Re		Completed	Normal	2424344, N, FUND, Y
2426939	DOE Net Cost on Report I		Completed	Normal	2424344, N, FUND, Y
2424344	DOE Net Cost Report		Completed	Normal	DOE New Stmt of Net Cost, I
2423951	DOE Net Cost Report		Completed	Normal	DOE New Stmt of Net Cost, I
2423793	DOE Custodial Activity C		Completed	Normal	2423776, N, FUND, Y
2423787	DOE Custodial Activity or		Completed	Normal	2423776, N, FUND, Y
2423776	DOE Custodial Activity R		Completed	Normal	DOE Stmt of Cust Activities,
2417162	DOE Statement of Financ		Completed	Normal	2417160, N, REPORTING ENT

- The Output you will see on your screen will contain three lines. 1) “DOE Net Cost Report” is the empty output file with (0 bytes); 2) “DOE Net Cost on Report Execution” will be the Normal output of the Net Cost; and finally, 3) DOE Net Cost CSV on Report Execution” is the CSV output that includes detail that is easily imported into Excel for analysis.
- Note:** if you get red “Completed Error” (see Request ID 1280505 above) message it means that child program values have to be added to a D parent by HQ. Complete steps 13 & 14.
- Click on “View Log” and save the report as a text file and email to Donald Martus at Donald.Martus@hq.doe.gov for assistance.

DOE Net Cost Report

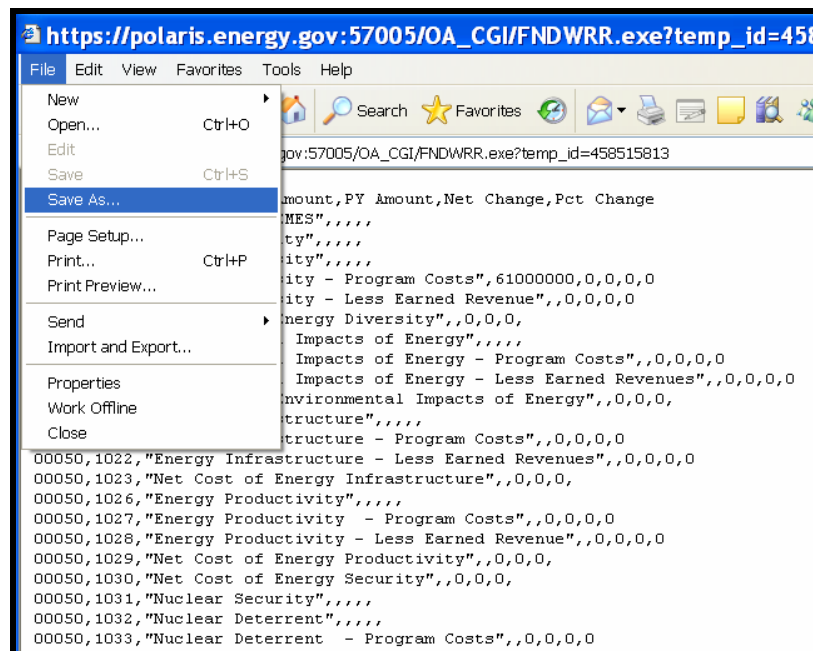
Request ID	Name	Parent	Phase	Status	Parameters
2417160	DOE Statement of Financial		Completed	Normal	DOE Statement of Financial
2417158	DOE Statement of Financial		Completed	Normal	2417148, N, REPORTING ENT
2417148	DOE Statement of Financial		Completed	Normal	DOE Statement of Financial
2417126	DOE Net Cost Report		Completed	Error	DOE New Stmt of Net Cost, I
2417070	DOE Balance Sheet CSV		Completed	Normal	2417065, N, FUND, Y
2417069	DOE Balance Sheet on R		Completed	Normal	2417064, N, FUND, Y
2417065	DOE Balance Sheet Rep		Completed	Normal	DOE Balance Sheet, DOE_B
2417064	DOE Balance Sheet Rep		Completed	Normal	DOE Balance Sheet, DOE_B
2416318	DOE Custodial Activity C		Completed	Normal	2416316, N, FUND, Y
2416317	DOE Custodial Activity or		Completed	Normal	2416316, N, FUND, Y

- Click File, Save As and change the file to .txt and name it View Log for Allottee 01 (your allottee).

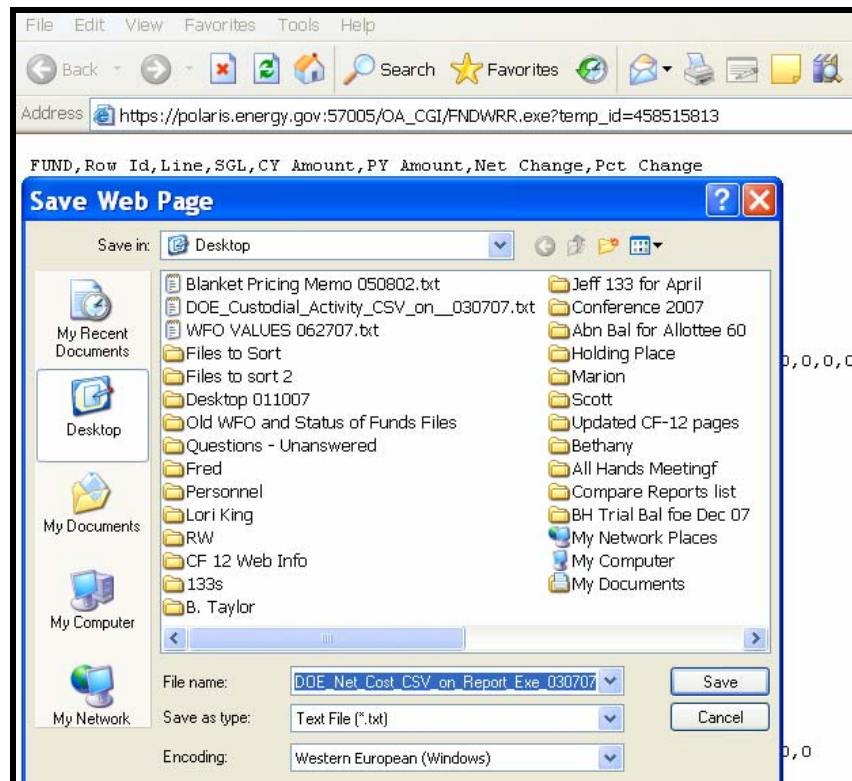


- To print your click on Tools, Reprint/Republish and fill in the Print Opting screen. Click Ok.
- To utilize the pivot table feature save your report as a text file using the instructions below.
- Click File on the menu bar and select Save As.

DOE Net Cost Report



18. Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.



19. Prepare your pivot table.